

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**



**MAXWELL AFB SUPPLEMENT 1
AFI 33-360, VOLUME 2
20 AUGUST 2001**

Communications and Information

FORMS MANAGEMENT PROGRAM

“HOLDOVER”

“The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected.”

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the 42 Communications Squadron Website at: <http://www.maxwell.af.mil/42abw/42cs/>. If you lack access, contact the Publications Management office.

OPR: 42 CS/SCBPF
(Mr Otis Carnegia)
Supersedes AFI 33-360, Vol 2/MAFBS1,
15 May 2000

Certified by: 42 CS/SCB
(Capt Thomas E. Liepins)
Pages: 2
Distribution: F

AFI 33-360, Volume 2, 27 June 2000, is supplemented as follows:

NOTE: This revision requires appointment of a primary and alternate forms monitor for HQ AU (para 1.7); changes reporting of forms review conducted by AFIT and HQ AFOATS to bimonthly (para 1.7.11); establishes February as the month for publishing Index 9 (para 1.7.20); and realigns paragraph number of prescribed form (para 6.3.17, MAFB Form 168, **Forms Management Customer Service Evaluation**).

1.5.1. Action officer signs block 16b and individual designated as publications approving authority (AFI 33-360, Volume 1, *Publications Management Program*) signs block 17a. Forms monitor reviews DD Form 67 for accuracy and completeness and signs block 18.

1.5.5. Coordinates all requests through Base Records Management/Privacy Act Officer (42 CS/SCBR). Additionally, forms containing postal permits are routed through Administrative Communications (42 CS/SCBA) before submitting to Forms Management (42 CS/SCBPF) for approval.

1.5.7. Submits AF Form 1382, **Request for Review of Publications and/or Form(s)**, or a memorandum signed by an authorized official to 42 CS/SCBPF.

★1.7. HQ Air University, Air University schools and 42d Air Base Wing organizations appoint primary and alternate forms monitors and notify 42 CS/SCBPF in writing. Organizational forms

monitors act as liaisons for their organizations with the forms management office and are responsible for administratively managing forms for which their organization is OPR.

★1.7.11. Forms are reviewed biennially on the form's anniversary month. (Those dated Jan, Mar, May, Jul, Sep and Nov are reviewed in odd years; those dated Feb, Apr, Jun, Aug, Oct and Dec are reviewed in even years.) AF Form 1382 is signed by the project officer or (if prescribed by a directive) directive approving official. DD Form 67 submitted for the revision of a form at the same time review is due suffices as a review. AFIT and HQ AFOATS report the number of reviews conducted bimonthly to 42 CS/SCBPF (E-mail acceptable).

1.7.14. Forwards Maxwell AFB Form 168, **Forms Management Customer Service Evaluation**, to OPR after new or revised form has been approved and released.

1.7.16. Information and Training Guide is primary source of training for newly-appointed forms monitors.

1.7.17. AFIT and HQ AFOATS maintain record sets for their forms. Submit monthly list of obsolete forms to 42 CS/SCBPF (E-mail acceptable).

★1.7.20. (Added) (AETC) AFIT and HQ AFOATS publish indexes in February. Notify 42 CS/SCBPF in writing (E-mail acceptable) when index is posted to Electronic Publications Library.

1.7.21. (Added) (MAFB) Forms Manager obsolete form if OPR fails to respond after third request for review.

2.1. Student evaluations, instructor evaluations, test critiques, transcripts and other material used to administratively record students' progression or accomplishments are numbered and controlled as forms. Submit requests (DD Form 67) to 42 CS/SCBPF.

2.2.6.1. (Added) (MAFB) Forms Monitors send DD Form 67, a copy of the proposed certificate and the prescribing publication to 42 CS/SCBPF for action. Include in item 13 of DD Form 67 why an existing departmental or command certificate cannot be used.

2.2.6.2. (Added) (MAFB) HQ Air University and 42d Air Base Wing may request development of one standardized certificate of recognition or achievement under the following guidelines:

2.2.6.2.1. (Added) (MAFB) Size – 11 by 8 ½

2.2.6.2.2. (Added) (MAFB) Paper stock – 24-pound white ledger

2.2.6.2.3. (Added) (MAFB) Printing – number of colors of ink limited to color of base seal or emblem

2.3.2. Submit waivers to 42 CS/SCBPF for coordination and forwarding to HQ AETC/SCMYV.

★6.3.17. (AETC) (Added) (MAFB) MAFB Form 168, **Forms Management Customer Service Evaluation**.

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